

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

BINDERY WORKER I

DEFINITION:

Under immediate supervision and in a training capacity, to perform increasingly responsible work in the operation of bindery equipment; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the Bindery Worker series. Instructions for completing work assignments are specific and all work is closely reviewed. This class differs from the next higher class, Bindery Worker II, in that the latter performs a variety of more difficult, journey-level bindery tasks under general supervision.

*** EXAMPLES OF DUTIES:**

- Under immediate supervision, operates bindery equipment such as paper collators, cutters, drills, stitchers, trimmers, folders, padders, and high speed duplicators;
- Collates material by hand;
- Does hand bindery work;
- Wraps packages of finished material;
- Cleans and makes routine adjustments to machines;
- Keeps records;
- Rotates stock;
- Performs other related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

No specific education or experience is required.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.